

**GOVERNOR'S WORKFORCE INVESTMENT BOARD  
TRANSITION AND ADVISORY COMMITTEE CONFERENCE CALL MEETING  
WALT SULLIVAN BUILDING, HELENA  
DECEMBER 8, 2004**

**MINUTES**

**COMMITTEE MEMBERS PRESENT:** Dick Brown, Julie Foster, Diane Harkins, Margaret Morgan, Lyle Phillips and Diane Ruff (This includes those present in the room and via conference call) Haley Beaudry joined the meeting later

**STAFF:** Pam Watson

**GUESTS:** Sue Mohr, Tom Hayes, Mary Berg, Linda Moodry, Gary Wright, Connie Kinsey, Jay Reardon, Lad Barney, Ingrid Childress, Andy Lublin, Jeff Rupp, Joe Unterreiner, Wendy Keatin

**Call to Order**

Chairman, Haley Beaudry, was delayed. Dick Brown called the meeting to order at 8:45 AM.

**Welcome and Introductions**

Roll call was conducted. Dick Brown welcomed everyone to the meeting and called for changes to the agenda. There were no changes. Mr. Brown called for comments, changes or corrections to the minutes from the November 19 meeting. Lyle Phillips moved to approve the minutes and Diane Harkins seconded the motion. The motion passed unanimously.

**Approve SWIB Report to Governor Martz**

The draft Transition Report was provided to the committee members electronically. Due to the size of the document, some sections are incomplete; for example, the minutes from the last four years were not included in the copy that was sent to the committee members. After discussion, the group agreed that the minutes should be left out of the report because the minutes are available as a matter of public record and can be accessed at any time. A notation will be made in the document and will include a link to the website where the minutes are available.

The group also agreed to shorten the report, remove the monitoring findings, change the communications/cooperation section, include an accountability piece, and make a separate section for recommendations for the next board. It was also agreed that the final report would contain an index, a current board list, a current staff listing and a copy of the Snapshot 2004. Ms. Watson will revise the report and present a final draft to the Committee members no later than Tuesday, December 14, 2004. This document will be submitted to Governor Martz and a copy will be provided to Governor-Elect Schweitzer.

Additional discussion was had regarding the facilitated session with the local boards. The transition team for the governor-elect has asked if they could have a representative present at the session. The committee agreed that was a good idea.

Mr. Brown asked for public comment. Sue Mohr, Executive Director of MJTP, Inc., reminded those present that the local boards consistently meet performance, and she asked that this fact not be overlooked.

Lyle Phillips moved to accept the transition document and Margaret Morgan seconded the motion. There was no public comment and the motion passed unanimously. The Committee thanked Pam Watson for her work on the transition document.

### **Recommendations to Governor Martz**

This agenda item was intended as an opportunity for the Chairman to update the Transition and Advisory Committee on the actions taken by the Executive Committee at their meeting on December 1. Mr. Beaudry reported that the action taken by the Executive Committee was to authorize the hiring of a facilitator. A letter has been sent to Governor Martz advising that the facilitator will be hired. The group discussed potential dates. It was agreed that a date in December would be preferred, and Pam Watson will work with the local board chairs to try to coordinate and schedule the facilitation for December.

Mr. Beaudry called for public comment or additional items for discussion. Hearing none, the meeting was adjourned.

### **Adjournment**

The meeting adjourned at 9:25 AM.

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Haley Beaudry, Chairman

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Date